

ACCOUNTING/OFFICE CLERK – RICHLAND COUNTY, OH

The Richland County Engineer is accepting applications for a full-time Accounting/Office Clerk. Current position opening is located at the Engineer's Office, 77 N. Mulberry St, Mansfield, OH.

Applicant must have completed post-secondary education with training/course work in office accounting practices, or; completion of secondary education and an equivalent combination of course work and related work experience is acceptable in place of post-secondary education. Experience with Microsoft Office products, accounts payable software preferred. Must possess a valid Ohio Driver's License. Hourly rate is dependent upon experience.

Applications and full job description may be obtained from and submitted to: Richland Co. Engineer, 77 N. Mulberry St, Mansfield, OH 44902. Application also available at rcengineer.com under the "about us" tab. Applications with missing information may not be processed.

Application Deadline: Friday, February 16th, 2024.
